

## HOW TO SET UP A WATCH LIST

Click on UTILITIES on the blue main menu bar

Click on "MAINTAIN YOUR ACCOUNT"

Scroll to the bottom of the screen

Click on "EMAIL INFORMATION"

1. Enter your personal email address as the PRIMARY E-MAIL and check the box

Send the notices specified below

☐ to my primary e-mail address

If you want it to also go to a home email address, check this box

☐ to these additional addresses

And enter the email address in the second box.

2. Check the box "SEND NOTICES IN THESE ADDITIONAL CASES"  
In the text box, enter the case number(s) you want notification in.  
Write the case number in the format shown below:  
office, colon, year, case type and **5-digit number**.

☒ Send notices in these additional cases

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3. Click

Return to Account screen

And then SUBMIT.